

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**



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- Federal Aviation Administration -  
Integrated Airman Certification and/or Rating Application  
(IACRA)  
Instruction Manual

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**Version 5  
December 2007**

# TABLE OF CONTENTS

<b>U.S. DEPARTMENT OF TRANSPORTATION.....</b>	<b>I</b>
<b>FEDERAL AVIATION ADMINISTRATION.....</b>	<b>I</b>
<b>1. WELCOME .....</b>	<b>1</b>
<b>2. A NEXT GENERATION TOOL .....</b>	<b>1</b>
<b>3. IACRA ROLES.....</b>	<b>1</b>
<b>4. PRE-REGISTRATION DATA REQUIREMENTS.....</b>	<b>3</b>
4.1 PART 141 / PART 142 PRE-REGISTRATION DATA IDENTIFIER REQUIREMENTS .....	3
4.2 PRE-REGISTRATION ACTIVITIES FOR PART 141 FLIGHT SCHOOL / PART 142 TRAINING CENTER REPRESENTATIVES ...	3
<b>5. TIPS FOR IACRA APPLICANTS .....</b>	<b>3</b>
<b>6. PROCESS OVERVIEW .....</b>	<b>4</b>
<b>7. ONLINE HELP.....</b>	<b>4</b>
<b>8. CONTACTING THE AVS SUPPORT CENTRAL HELP DESK .....</b>	<b>5</b>
<b>9. FREQUENTLY ASKED QUESTIONS AND SUPPLEMENTAL INFORMATION .....</b>	<b>5</b>
<b>10. CERTIFYING OFFICER PROCESS OVERVIEW.....</b>	<b>7</b>
CERTIFYING OFFICER'S RETRIEVE APPLICATION .....	7
CERTIFYING OFFICER'S RETRIEVE APPLICATION (PRINT) .....	8
CERTIFYING OFFICER'S CHECKLIST .....	9
Review the Application Status.....	9
Verify Airman's Identification.....	10
Review the (8610-x, 8710-x, 8400-x) Application.....	10
View Airman's Knowledge.....	10
Review the Privacy Act statement.....	10
Have the Applicant Sign the Application .....	10
Enter Practical Test Results .....	10
Enter Limitations .....	11
Enter Aircraft Authorizations .....	11
Enter FIRC Information.....	11
View Applicant's Certificate Summary.....	11
Sign 8710-x Application.....	11
Process another application .....	11
Practical Test Results (Example 1).....	12
Oral Test Results .....	14
Approved Simulator Results.....	15
Aircraft Flight Check Results .....	16
Letter if Discontinuance Information .....	18
Practical Test Results (Example 2).....	19
Limitation Selection .....	21
Aircraft Authorization .....	23
FIRC Information .....	25

## LIST OF TABLES

Table 1: Roles used in IACRA. ....2

### Revision Log

Revision Date	Revised By	Comment
11/13/07	Brian Sanderson	Modified to version 5
11/19/07	Brian Sanderson	Added Air Agency Administration Section

### Approval Log

Approval Date	Approved By	Comment

## 1. Welcome

Welcome to IACRA – a next generation web-based airman certification tool based on the popular ACRA software. IACRA allows you to register and work on airman certification applications from anywhere you have a computer with an Internet connection.

The purpose of this document is to provide initial getting started instructions to register, log-in, and complete an airman application. It will also provide guidance on what information is required for registration of certain roles.

## 2. A Next Generation Tool

ACRA was a stand-alone application that used an Access database. IACRA is a web-based system. You don't have to install or download any software to access the application. This web-based version has several advantages over the original ACRA, such as:

- You can access it anywhere you have an Internet connection (with the Internet Explorer browser v 5.5 and higher).
- A single FAA tracking number (FTN) that is permanently assigned to each airman.
- Your input data is validated to reduce potential errors.
- Your data is captured, wrapped, and archived. Then, a required digital signature is applied to ensure the certification data is not changed from time of signature.
- Future feature includes improved accuracy and filing time for PTRS 1563, 3529, and 5529.

## 3. IACRA Roles

IACRA uses “roles” to determine the level of access a person has to the system. It validates an individual against their FAA credentials. Each time an IACRA user, other than an applicant, chooses a role and registers the information is verified against various FAA databases in order to determine currency. The breakdown of roles in IACRA appears in **Table 1**.

<b>Role</b>	<b>Description</b>
Applicant	Any person applying for an airman certification
Recommending Instructor (RI)	Any person who is authorized to instruct applicants and considers them ready to take a practical test
Designated Examiner (DE)	Any person authorized by the Administrator to issue airman certificates. This person prepares applicants for and issues their practical test.
Aviation Safety Inspector (ASI) / Aviation Safety Technician (AST)	FAA personnel who are authorized to issue specific airman certificates
School Administrators	14 CFR part 141 school /14 CFR part 142 training center representatives authorized to complete part of student application in IACRA. This person can complete all sections of the application that student applicants can complete. The School Administrator cannot fill out the Recommending Instructor or Certifying Officer sections, nor can they sign the application for the student.
Chief Flight Instructors / Assistant Chief Flight Instructor	Any person who instructs applicants and authorizes them to take a practical test. Does not include those instructors who are neither Chief Flight Instructors or Assistant Chief Flight Instructors.
Airman Certification Representative (ACR)	Any person authorized by the Administrator to issue specific airman certificates
Training Center Evaluator (TCE)	A part 142 training center representative authorized by the Administrator to instruct applicants, perform evaluations, and issue specific airman certificates
Flight Instructor Renewal Examiner (FIRE)	A Designated Examiner who can renew a Flight Instructors Certificate through Renewal by Activities and Renewal by FIRC.
Aircrew Program Designee	An Aircrew Program Designee (APD) is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's Federal Aviation Administration (FAA)—approved training program
142 Recommending Instructor	The 142 RI is only associated with a particular 142 training program and does not have to hold a current Flight Instructor certificate.
Second-in-command Administrative Officer	In lieu of a trainer, a qualified management official within the trainer's organization that can sign the applicant's training records or logbook and make the required endorsement.

**Table 1: Roles used in IACRA.**

## 4. Pre-Registration Data Requirements

This section pertains only to part 141 flight schools / part 142 training centers. If this does not apply to you, please skip to section 6, *Process Overview*.

### 4.1 Part 141 / part 142 Pre-Registration Data Identifier Requirements

If you are a registering in IACRA for part 141 flight schools / part 142 training centers, you are required to have the following information available in order to complete the IACRA registration process. If you are missing any piece of the required information, please contact your local Flight Standards District Office (FSDO).

- Airman Certificate and Date of Issuance
- School Certificate Number
- School Designation Code (This is a 4 digit alphanumeric code, usually the first four characters of your certificate number)
- If you are an ACR or TCE, a Designee Number is required

**IMPORTANT Note to Chief / Assistant Chief Flight Instructors:** It is highly recommended you contact your local FSDO and check to ascertain how you are listed in the National Vitals Information System (NVIS) before proceeding. IACRA uses NVIS to read your existing credentials. Any difference in nomenclature may result in a registration delay.

### 4.2 Pre-Registration Activities for part 141 Flight School / part 142 Training Center Representatives

If you are a school administrator, Chief Flight Instructor, Airman Certification Representative (ACR), or Training Center Evaluator (TCE), you must associate yourself with your primary school or training center during the registration process before you can log into and use IACRA.

**Note:** For supplemental part 141 flight school / part 142 training center information and general Frequently Asked Questions (FAQ) regarding IACRA, see *Appendix A* in the back of this document or visit the IACRA Web site at <http://acra.faa.gov/iacra/faq.aspx>.

## 5. Tips for IACRA Applicants

IACRA provides the ability to electronically fill out the FAA form 8710-1, FAA form 8610-1 and FAA form 8610-2. During the registration process, it is critical that you record, in writing, the FAA Tracking Number (FTN) that will be assigned to you. IACRA uses the FTN to identify an individual and you must provide that number throughout the airman certification process.

Additionally, keep in mind the following tips as you use IACRA:

- If appropriate, have your flight times calculated and ready before starting an application.
- Have your current certificate in front of you while filling in the application. This will help you remember to list your entire certificate held information when prompted by IACRA.

- Read the instructions that appear on each screen.
- Before clicking a link, read the link text carefully. This may prevent you from spending time linking to screens you do not need to visit.
- If you are in doubt about what to do on a screen, look at the help files. There is a Help button on all popup screens where help is available. Also, all main screens have a Help link in the upper right corner of the page header.
- If reading the help file does not answer your question, then you can call AVS Support Central for help with your issue (see Section 8, *Contacting the AVS Support Central Help Desk*, later in this document).

## 6. Process Overview

Please read carefully the process steps that follow. Depending upon your role, the process varies slightly.

1. **Retrieve your airman certificate** and have it available during the registration process, as you will be required to enter the information exactly as it appears on the certificate.
2. **Start** by opening your Internet Explorer web browser (version 5.5 and higher) and browse to <http://acra.faa.gov/iacra/> to access the IACRA site.
3. **Choose the Role and Register.**
4. Once you have registered and have your login information, an FAA Tracking Number (FTN) is assigned to you. The FTN is a permanent and unique airman number. ***Please record and keep your FTN Number as it will be needed for future use in completing this application.***
5. If you are not a school administrator, proceed to step 6. Otherwise, if you are a school administrator, you must be validated by an ACR or TCE using IACRA or by calling AVS Support Central (see Section 8, *Contacting the AVS Support Central Help Desk*, later in this document) prior to logging in.
6. **Login.** Login to IACRA using the name and password you created, and the FTN assigned to you during the Registration process.
7. Follow the on-screen instructions for your role. **Each role type has unique tasks.**
8. **Check and re-check all of the information entered** before you digitally sign/submit the application. Once the application has been signed, ***you will not be able to correct previously entered data.***
9. The **Result** of this process is that the successful applicant is issued a results document that can be printed while the application is electronically sent to the Airman Registry to be processed. The results document can be a Notice of Disapproval, Letter of Discontinuance, or a Temporary Certificate.

## 7. Online Help

For additional help while using the IACRA certification module, contextual help is always available for the page on which you are currently working. Simply click the **Help** link in the upper right corner of the application in your web browser. **Note:** Make sure you have any pop-up blocking software disabled.

## 8. Contacting the AVS Support Central Help Desk

AVS Support Central aids users when they have support issues with IACRA. The following information outlines AVS Support Central daily operations:

- **Hours of operations are:** 6:00 am – 5:00 pm CST Monday through Friday.
- **Telephone number:** Toll-free at 866-285-4942 (Public Customers) or at 405-954-7272 (Government Employees).
- The **fax number** is 405-954-9339.
- **E-mail address:** [9-AMC-AVS-Support-Central@FAA.GOV](mailto:9-AMC-AVS-Support-Central@FAA.GOV)
- The **Web address** for IACRA is <http://acra.faa.gov/iacra>

## 9. Frequently Asked Questions and Supplemental Information

The unique nature of the IACRA web application creates situations where extra information is helpful in order to complete a registration, affiliation, etc. Additional FAQs may be found on the IACRA Web site at <http://acra.faa.gov/iacra/faq.aspx>. The following topics are provided here for your information:

### **Part 141 Flight School / part 142 Training Center Information**

#### **How do I add multiple student records for part 141 schools without exiting the Student Affiliation screen?**

It is possible to add multiple students in a single session without having to exit the Student Affiliation for part 141 Flight Schools (Search) screen by doing the following:

1. Enter the student's FAA Tracking Number (FTN) in the *Enter Student's FTN* field.
2. Enter the student's last name in the *Enter Student's Last Name* field.
3. Next, click the *Search* button on the upper right side of the screen.
4. The student's information is displayed. Click the *Affiliate Student* button to affiliate the student with the school and the respective curriculum. This creates the student record.
5. To create a new student record without logging out of IACRA, repeat the process from step 1 for the next student.

#### **Can both Students and School Administrators Start an Application?**

It is permissible for either students or school administrators to start a FAA form 8710-1 application. Students can fill out a new application after registering. School Administrators can initiate multiple student applications. They must make the affiliation between the student and school, and then affiliate the school's curriculum with the student's application.

#### **What is a Designation Code and how do I locate it?**

A designation code is a 4-digit alphanumeric code that flight schools use in several ways to make associations between the school, the school curriculums, and flight school representatives (School Administrators, Airman Certification Representatives, Training Center Evaluators, etc.)

The designation code with which an application is started must be the same one with which the application is finished. Therefore, a participant in the application process (school administrator, Chief



Flight Instructor, Recommending Instructor, Airman Certification Representative, etc.) must be assigned to and use initial designation code.

**IMPORTANT:** If you do not know the school's designation code, you must contact your local Flight Standard District Office (FSDO) and ask for the designation code as it appears in the National Vitals Information System (NVIS).

### **How do I determine which curriculums have type ratings associated with them?**

As a TCE or School Administrator you must select a curriculum/type rating and affiliate it with the student's application. The student cannot do this. The individual schools will know what their courses require as far as curriculum and type ratings that they use. Contact your school for more information.

## **General**

### **Does the Close Browser Button Save My Information?**

When you use the Close Browser link to exit IACRA, the information you have entered into the application is saved before the browser closes. The browser closes to ensure that your session to the IACRA web server is properly terminated. This occurs to ensure security for your application particularly if you are using a computer other than your own, such as in a public library or cyber café.

### **Does entering incorrect data cause that data to appear on the results document?**

If you enter incorrect information into IACRA, that same incorrect data will appear on the results document, such as the temporary certificate. Although IACRA performs many checks against FAA databases, some fields are comprised of basic text and they will appear as entered on the temporary certificate. It is recommended that you completely review your application prior to submission.

## 10. Certifying Officer Process Overview

### Certifying Officer's Retrieve Application

**IACRA - Certifying Officer Retrieve Application - Windows Internet Explorer**

http://172.25.68.106/test/iacra/CORetrieveApp.aspx

File Edit View Favorites Tools Help

Google Go Settings SnagIt

IACRA - Certifying Officer Retrieve Application

**IACRA** *Certifying Officer's Retrieve Application* Help Close Browser

☒ **Work/Sign** Complete and / or Sign an application.  
☐ **Print** Print a Temporary Certificate, Notice of Disapproval or an Unofficial Copy of an application that has been completed and signed.

Enter Applicant's FTN:

Select the appropriate application from the grid below, then Click the Continue button.

Click button to Select Row	Last Name	First Name	Middle Name	Suffix	Application Date	Certificate Type	ApplicationID
<input type="button" value="Select"/>	PILOT PILOT	TEST	NMNM		2/5/2008	INSPECTION AUTHORIZATION	21884
<input type="button" value="Select"/>	PILOT PILOT	TEST	NMNM		2/5/2008	AIRCRAFT DISPATCHER	21883
<input type="button" value="Select"/>	PILOT PILOT	TEST	NMNM		2/4/2008	AIRLINE TRANSPORT PILOT	21842
<input type="button" value="Select"/>	PILOT PILOT	TEST	NMNM		2/4/2008	AIRLINE TRANSPORT PILOT	21838
<input type="button" value="Select"/>	PILOT PILOT	TEST	NMNM		2/4/2008	COMMERCIAL PILOT	21817

1 2 3 4 5 ...

This page allows the certifying officer to select an application based on the applicant's FAA Tracking Number (FTN).

1. Enter the Applicant's FTN. A grid appears listing all of the applicant's current applications.
2. Click on the Select button next to the application you want to work on.
3. Click the Continue button to proceed to the Certifying Officer's Checklist page.

**Note!!** The applicant should know his FTN. If the applicant does not know his FTN, tell the applicant to contact the IACRA Help Desk.

## Certifying Officer's Retrieve Application (Print)

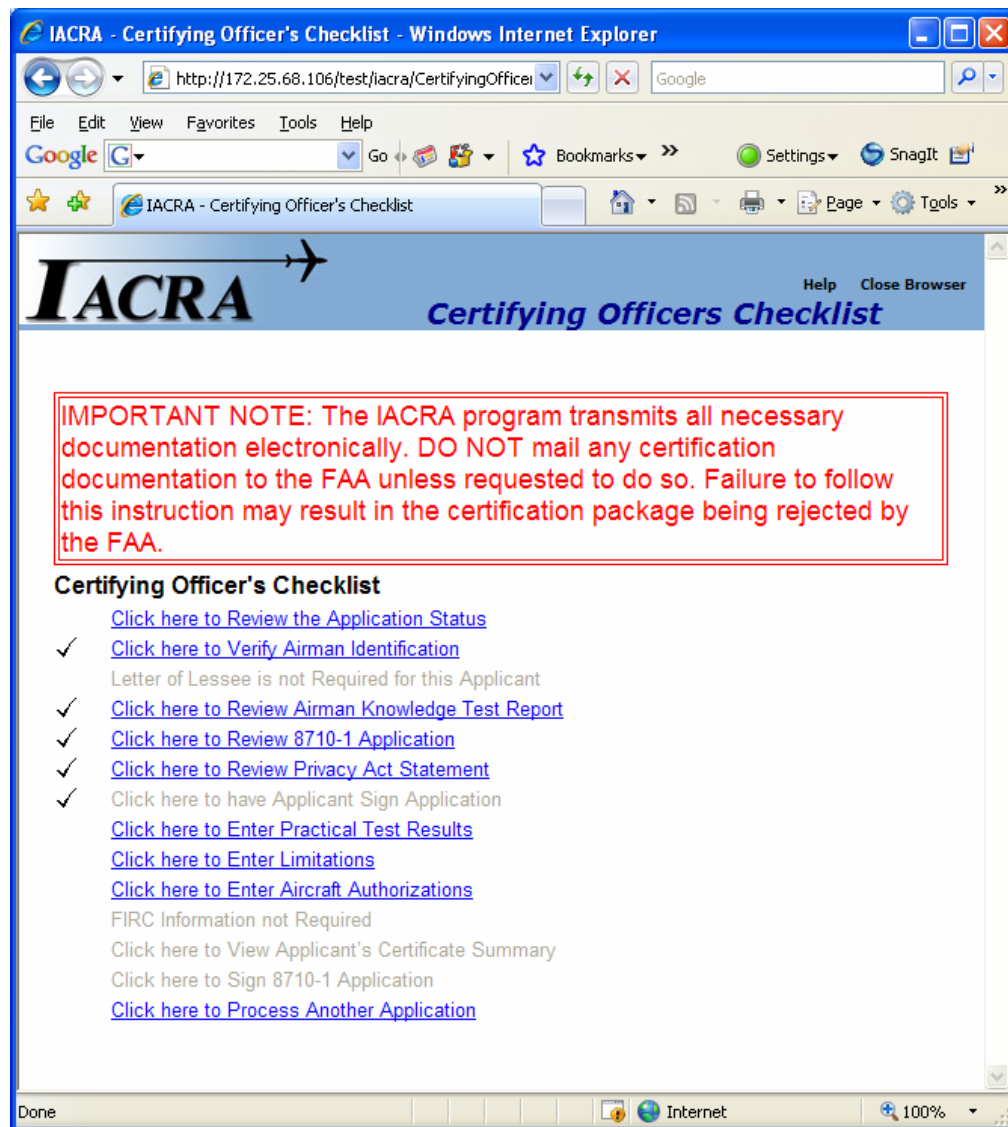
The screenshot shows a web browser window titled "IACRA - Certifying Officer Retrieve Application - Windows Internet Explorer". The address bar displays the URL "http://172.25.68.106/test/iacra/CORetrieveApp.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Google, Go, Bookmarks, Popups okay, Settings, and SnagIt. The page content features the IACRA logo and the title "Certifying Officer's Retrieve Application". Below the title, there are two radio buttons: "Work/Sign" and "Print". The "Print" option is selected. To the right of the radio buttons, a yellow box contains the text: "Complete and / or Sign an application." and "Print a Temporary Certificate, Notice of Disapproval or an Unofficial Copy of an application that has been completed and signed." Below this, there is a text input field for "Enter Applicant's FTN:" with the value "c9901933" and a "FIND APPLICATION(S)" button. Below that, there is a text input field for "Choose a Form to Print for Application ID: 21493" with a dropdown menu showing "Written Test Report". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

This page allows the certifying officer to select an application based on the applicant's FAA Tracking Number (FTN).

1. Enter the Applicant's FTN.
2. Select the from to be printed

**Note!!** The applicant should know his FTN. If the applicant does not know his FTN, tell the applicant to contact the IACRA Help Desk.

## Certifying Officer's Checklist



This screen provides a checklist for the Certifying Officer. Each link in the checklist will be enabled or disabled based on the type of certificate being sought. After the Certifying Officer clicks on a checklist link, a check mark will appear beside the selected link. Some links are mandatory and must be selected before the Certifying Officer will be allowed to sign the application. The following list provides a description of the links currently in use.

### Review the Application Status

This link allows the certifying officer to review the applications status from the time it was started. It lists the time the application is submitted by the applicant as well other events such as any time the application has been signed and by whom ie: Applicant, RI, DE, ASI, etc...

### **Verify Airman's Identification**

This link allows the Certifying Officer to enter the airman's identification information. This link is mandatory for all types of certification.

Policy Reference: Pilot Examiner's Handbook, Chapter 5, Section 2, Paragraph 5.A. *Verify Applicant's Identity*. Inspect acceptable forms of identification to establish the applicant's identity.

### **Review the (8610-x, 8710-x, 8400-x) Application**

This link displays the certification application form. The application form can be printed after it displays. The certifying officer can click this link at any point in the certification process to review the application. The application numbers will vary depending on the type of certificate being sought.

### **View Airman's Knowledge**

This link displays the Airman's Knowledge Test report and does background validation to ensure that the applicant is still within the allowed 24-month knowledge test time frame, and that the applicant has passed the knowledge test. If either of these validations fails, a warning message is displayed.

When a fundamental of instructing knowledge test has not been entered into the system, for an original certified flight instructor or ground instructor application, then one of the three reasons listed below must be chosen, before the applicant may be allowed to sign the application:

- a) The holder of a flight instructor certificate or ground instructor certificate issued under this part.
- b) The holder of a current teacher's certificate issued by a State, county, city, or municipality that authorizes the person to teach at an educational level of the 7th grade or higher.
- c) A person employed as a teacher at an accredited college or university.

### **Review the Privacy Act statement**

This link displays the Privacy Act statement. The Privacy Act statement can be printed after it displays.

### **Have the Applicant Sign the Application**

This link enables the current application for digital signature by the applicant. It logs the certifying officer out of the IACRA application and returns to the login screen. The applicant then logs onto IACRA and retrieves the application to be signed. After the applicant has signed the application, the certifying officer must log back into IACRA to complete processing of the application. IACRA will automatically fill in the applicant's signature date with the current date when the applicant signs.

### **Enter Practical Test Results**

This link enables the certifying officer to enter the results of the practical test and mark the application as either approved, disapproved, or discontinued. This link will remain disabled until the applicant has signed the application. Depending on the path, Example 1 or Example 2 will be displayed.

**Enter Limitations**

This link allows the certifying officer to enter limitations onto the Temporary certificate.

**Enter Aircraft Authorizations**

This link allows the certifying officer to enter aircraft authorizations.

**Enter FIRC Information**

This link allows the certifying officer to enter flight instructor refresher course information.

**View Applicant's Certificate Summary**

This link displays a summary of the information that will appear on the Temporary Certificate. The certifying officer should review this summary before signing the application to ensure that the correct data will appear on the Temporary. If the certifying officer has disapproved the application, this link will read, "Click here to review the Notice of Disapproval summary. This link will remain disabled until the applicant has signed the application.

**Sign 8710-x Application**

This link allows the certifying officer to sign the application. This link should not be selected until all other links on the checklist page have been processed. Once the application is signed, the certifying officer will not be able to change any of the application data. This link will remain disabled until the applicant has signed the application and all other required information has been entered and reviewed. The application numbers will vary depending on the type of certificate being sought.

If the application is for a 141 school and the school has examining authority then the graduation date will be the date on which the Chief Flight Instructor signs the application. If the school does not have examining authority the graduation date will be the date the Certifying Officer signs the application.

**Process another application**

This link returns to the application retrieval screen to allow the certifying officer to select another application for processing.

## Practical Test Results (Example 1)

The screenshot shows a web browser window titled "IACRA - Practical Test Information - Windows Internet Explorer". The address bar shows the URL "http://172.25.68.106/test/iacra/PracticalTestInformation.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Google, Go, Bookmarks, Settings, and SnagIt. The page content features the IACRA logo and the title "Practical Test Results". A red-bordered box contains the text: "Be sure to sign all practical tests that apply to the current application." Below this, there are four links: "Click Here To Enter Oral Test Results", "Click Here To Enter Simulator/Training Device Results", "Click Here To Enter Aircraft Flight Check Results", and "Click Here To Enter FAR 121-Training Program". Each link is followed by a text input field and a "Sign" button. At the bottom of the form are three buttons: "OK", "CANCEL", and "DELETE".

This screen allows you to enter the results of the applicant's practical tests.

- 1. Enter the Test Date.** Enter a date in the date format (mm/dd/yyyy) or select the date from the calendar control.
- 2. Click the Select Airport link.** Click the Select Airport link to select the Airport ID and location of the airport where the practical tests were conducted. Both the Airport ID and location will automatically fill in the appropriate text boxes on the Practical Test Results screen.
- 3. Enter Oral Test Duration.** Enter the time in hours and tenths of hours for the Oral test.
- 4. Enter Practical Test Duration.** Enter the time in hours and tenths of hours for the Practical test duration in the first aircraft.
- 5. Enter the Aircraft Registration number.** Enter the registration number for the first aircraft used for the Practical test.
- 6. Edit Make, Model.** Click the Edit Make, Model link to select the aircraft make model of the first Aircraft used for the Practical test.

**Note:** If this is a Sport Pilot application then you **WILL NOT** be able to edit the **Make, Model Aircraft 1** field.

**7. Second Aircraft fields.** Two Aircraft may be used to complete the Practical test. If a second aircraft was used, enter the information required in steps 4 through 6 above for the second aircraft.

**8. Test Duration Simulator.** If a simulator was used, enter the simulator test duration in hours and tenths of hours.

**9. Select Simulator Level.** Click this link to select the simulator level.

**10. Test Duration Training Device.** If a Training Device was used, enter the Training Device test duration in hours and tenths of hours.

**11. Select Training Device.** Click this link to select the Training Device.

**12. Mark the disposition of the practical test.**

- **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.
- **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. A Notice of Disapproval form will be generated.
- **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.

**13. Click OK, Cancel, or Delete.**

- Click **Ok** to save this information.
- Click **Cancel** to exit the screen, without saving newly entered data.
  - Choosing this option will not undo a permanent deletion of the data.
- Click **Delete** to delete unsigned test information. Once a test has been signed it may not be deleted. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
  - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
    - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
    - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
- Click **Close** to exit this screen.

**Note!! Make sure that you enter a correct test date when changing the test result from Discontinuance to Approval or Disapproval.**



## Oral Test Results

IACRA - Practical Test Added Type Rating Information -- Webpage Dialog

http://172.25.68.106/test/iacra/PracticalTestAddedTypeRating.aspx?formname=Oral

### Oral Test Results

Test Date (mm/dd/yyyy)

Airport ID  [Edit Airport](#)

Airport Location

Test Duration

[Click Here to Approve](#) [Click Here to Disapprove](#) [Click here for Discontinuance](#)

http://172.25.68.106/test/iacra/PracticalTestAddedTypeRating.aspx?formname=Oral Internet

This screen allows you to enter information about the Oral test

- **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.
- **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. A Notice of Disapproval form will be generated.
- **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.

## Approved Simulator Results

IACRA - Practical Test Added Type Rating Information -- Webpage Dialog

http://172.25.68.106/test/iacra/PracticalTestAddedTypeRating.aspx?formname=Simulator

### Approved Simulator Results

Test Date (mm/dd/yyyy)

Airport ID  [Edit Airport](#)

Airport Location

Test Duration Simulator/Training Device

[Enter Simulator/Training Device](#)

✓ [Click Here to Approve](#) [Click Here to Disapprove](#) [Click here for Discontinuance](#)

http://172.25.68.106/test/iacra/PracticalTestAddedTypeRating.aspx?formname=Simulator Internet

This screen allows you to enter information about the Simulator/Training Device

**1. Enter the information for the given test.**

**2. Mark the disposition of the practical test.**

- **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.
- **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. A Notice of Disapproval form will be generated.
- **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.

**3. Click OK, Cancel, or Delete.**

- Click **Ok** to save this information.
- Click **Cancel** to exit the screen, without saving newly entered data.
  - Choosing this option will not undo a permanent deletion of the data.

- Click **Delete** to delete unsigned test information. Once a test has been signed it may not be deleted. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
  - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
    - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
    - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
- Click **Close** to exit this screen

## Aircraft Flight Check Results

The screenshot shows a web browser window titled "IACRA - Practical Test Added Type Rating Information -- Webpage Dialog". The address bar shows the URL: <http://172.25.68.106/test/iacra/PracticalTestAddedTypeRating.aspx?formname=FlightCheck>. The main content area is titled "Aircraft Flight Check Results" and contains the following fields and links:

- Test Date (mm/dd/yyyy):
- Airport ID:  [Edit Airport](#)
- Airport Location:
- Test Duration Aircraft 1:
- Registration Number Aircraft 1:
- Make, Model Aircraft 1:  CE-120-120 [Edit Make, Model](#)
- Test Duration Aircraft 2:
- Registration Number Aircraft 2:
- Make, Model Aircraft 2:  [Edit Make, Model](#)
- [Click Here to Approve](#) [Click Here to Disapprove](#) [Click here for Discontinuance](#)
- Buttons: OK, CANCEL, DELETE, HELP

The status bar at the bottom shows the same URL and an "Internet" icon.

This screen allows you to enter information about the Aircraft Flight Check Results

**1. Enter the information for the given test.**

**2. Mark the disposition of the practical test.**

- **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.

- **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. A Notice of Disapproval form will be generated.
  - **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.
- 3. Click OK, Cancel, or Delete.**
- Click **Ok** to save this information.
  - Click **Cancel** to exit the screen, without saving newly entered data.
    - Choosing this option will not undo a permanent deletion of the data.
  - Click **Delete** to delete unsigned test information. Once a test has been signed it may not be deleted. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
    - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
      - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
      - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
  - Click **Close** to exit this screen

## Letter of Discontinuance Information

The screenshot shows a web browser window titled "IACRA - Letter of Discontinuance Information -- Webpage Dialog". The address bar displays the URL: <http://172.25.68.106/test/iacra/LetterofDiscontinuanceInfo.aspx?PTSID=&PTSText=&pathNameText=PTROral&fieldNameValue=-1>. The page content includes a section titled "Letter of Discontinuance Information" with a "Reason for Discontinuance" dropdown menu and an "Explanation for Discontinuance" text area. Below these fields is a blue hyperlink: [Click here to enter the Test Standards that have been completed successfully.](#) At the bottom of the form are three buttons: "OK", "CANCEL", and "HELP". The browser's status bar at the bottom shows the same URL and an "Internet" icon.

This screen allows you to input information for the Letter of Discontinuance.

- 1. Select the Reason for Discontinuance.** Select the Reason for discontinuing the practical test from the drop down list box. The reason you select will appear on the Letter of Discontinuance.
- 2. Explanation for Discontinuance.** Enter your comments explaining the reason why the practical test was discontinued. These comments will appear on the Letter of Discontinuance.
- 3. Click here to enter test standards.** Click this link to enter the Practical Test Standards that have been completed successfully.

Click the OK button to return to the Practical Test Results page. The data you entered on the Letter of Discontinuance screen will appear on the Letter of Discontinuance. Or, click the Cancel button to return to the Practical Test Results screen without saving the data entered on the Letter of Discontinuance screen.

## Practical Test Results (Example 2)

The screenshot shows a web browser window titled "IACRA - Practical Test Information". The address bar shows a URL starting with "http://172.25.66.106/test/iacra/PracticalTestInformation.asp?". The page has a blue header with the IACRA logo and the title "Practical Test Results". Below the header, there are several input fields and links. The "Test Date (mm/dd/yyyy)" field has a calendar icon. The "Airport ID" field has a "Select Airport" link. The "Airport Location" field is a text box. Below these, there is a section with a border containing fields for "Test Duration Oral", "Test Duration Aircraft 1", "Registration Number Aircraft 1", "Make, Model Aircraft 1" (with an "Edit Make, Model" link), "Test Duration Aircraft 2", "Registration Number Aircraft 2", "Make, Model Aircraft 2" (with an "Edit Make, Model" link), "Test Duration Simulator", "Select Simulator Level" (with a link), "Test Duration Training Device", and "Select Training Device" (with a link). At the bottom of this section are three links: "Click here to Approve", "Click here to Disapprove", and "Click here for Discontinuance". At the very bottom are "OK" and "CANCEL" buttons.

This screen allows you to enter the results of the applicant's practical tests.

- 1. Enter the Test Date.** Enter a date in the date format (mm/dd/yyyy) or select the date from the calendar control.
- 2. Click the Select Airport link.** Click the Select Airport link to select the Airport ID and location of the airport where the practical tests were conducted. Both the Airport ID and location will automatically fill in the appropriate text boxes on the Practical Test Results screen.
- 3. Enter Oral Test Duration.** Enter the time in hours and tenths of hours for the Oral test.
- 4. Enter Practical Test Duration.** Enter the time in hours and tenths of hours for the Practical test duration in the first aircraft.
- 5. Enter the Aircraft Registration number.** Enter the registration number for the first aircraft used for the Practical test.
- 6. Edit Make, Model.** Click the Edit Make, Model link to select the aircraft make model of the first Aircraft used for the Practical test.

**Note:** If this is a Sport Pilot application then you **WILL NOT** be able to edit the **Make, Model Aircraft 1** field.

**7. Second Aircraft fields.** Two Aircraft may be used to complete the Practical test. If a second aircraft was used, enter the information required in steps 4 through 6 above for the second aircraft.

**8. Test Duration Simulator.** If a simulator was used, enter the simulator test duration in hours and tenths of hours.

**9. Select Simulator Level.** Click this link to select the simulator level.

**10. Test Duration Training Device.** If a Training Device was used, enter the Training Device test duration in hours and tenths of hours.

**11. Select Training Device.** Click this link to select the Training Device.

**12. Mark the disposition of the practical test.**

- **Click here to approve.** Click this link to approve the practical test. A Temporary certificate will be created.
- **Click here to disapprove.** Click this link to disapprove the practical test. A pop-up screen will display where you can select the Practical Test Standards failed. A Notice of Disapproval form will be generated.
- **Click here for Discontinuance.** A pop-up screen will display where you can select the Practical Test Standards passed. A Letter of Discontinuance form will be generated.

**13. Click OK, Cancel, or Delete.**

- Click **Ok** to save this information.
- Click **Cancel** to exit the screen, without saving newly entered data.
  - Choosing this option will not undo a permanent deletion of the data.
- Click **Delete** to delete unsigned test information. Once a test has been signed it may not be deleted. This option is only available to those seeking an Airline Transport Pilot or an Added Type Rating Certificate.
  - Once this information has been deleted you will no longer be able to retrieve it, would you like to continue?
    - **Ok** - Choosing this option permanently deletes the current data. Choosing cancel on the main page will not undo this action.
    - **Cancel** - Choosing this option cancels the delete and closes the dialogue box.
- Click **Close** to exit this screen.

**Note!! Make sure that you enter a correct test date when changing the test result from Discontinuance to Approval or Disapproval.**

## Limitation Selection

IACRA - Limitations Selection -- Webpage Dialog

http://172.25.68.106/test/iacra/Limitations.aspx

**Standard Private Pilot Certificate Limitations**

Select search criteria

☒ Limitation Number

☐ Limitation Text

Click items below to Add to the Selected List

Number	Text
45	CV-PBY5 - LIMITED TO LAND
50	CV-PBY5 - LIMITED TO SEA
100	G-73 - LIMITED TO LAND
105	G-73 - LIMITED TO SEA
110	G-SA16 - LIMITED TO LAND
115	G-SA16 - LIMITED TO SEA
120	HOLDER DOES NOT MEET CROSS-COUNTRY FLIGHT REQUIREMENTS OF ICAO
125	HOLDER DOES NOT MEET INSTRUMENT FLIGHT REQUIREMENTS OF ICAO

Click items below to Remove from the Selected List

Number	Text

OK CANCEL HELP

http://172.25.68.106/test/iacra/Limitations.aspx Internet

This screen allows you to select limitations for the temporary certificate.

### 1. Select Search Criteria

- **Limitation Number-** Select this option to retrieve a list of Limitations based on the Limitation Number.
- **Limitation Text -** Select this option to retrieve a list of Limitations containing the text string entered.

**2. Narrow the Field of Search.** Enter 1 or more alphanumeric characters of the Limitation number or text (depending on the search criteria you selected in step 1.), and click the **Search** button. The more characters you enter into the search field, the more the search function narrows your search results, and the faster your search results will appear in the retrieval list. You can see how many records were found for your search by looking in the Record Count field below the retrieval list.

**3. Click items below to Add to the Selected List.** Click on limitations in this grid that you want to add to your temporary certificate. When you select a limitation it will appear in the Selected List. Continue to click on limitations from the grid until you have selected all data required.



**4. Click items below to Remove from the Selected List.** Click on limitations in the Selected List to remove them from the list.

Some limitations require the Examiner/Evaluator to fill in information. When you select one of these limitations a text box will appear where you can enter limitation text. Enter the limitation text and push the Enter key. The text you entered will appear with the limitation in the Selected List.

Click OK to add the limitations from the Selected List to your temporary certificate, or click Cancel to leave the screen without adding any limitations to your temporary certificate.

## Aircraft Authorization

The Multiple Selection Search screen for Vintage Aircraft Authorization Types allows you to select multiple Vintage Aircraft Types to add to your certification data.

### 1. Select Search Criteria

- **By ID or Type** - Select this option to retrieve a list of vintage aircraft types based on the current designation.
- **By Description** - Select this option to retrieve a list of vintage aircraft types based on an aircraft's manufacturer/model.

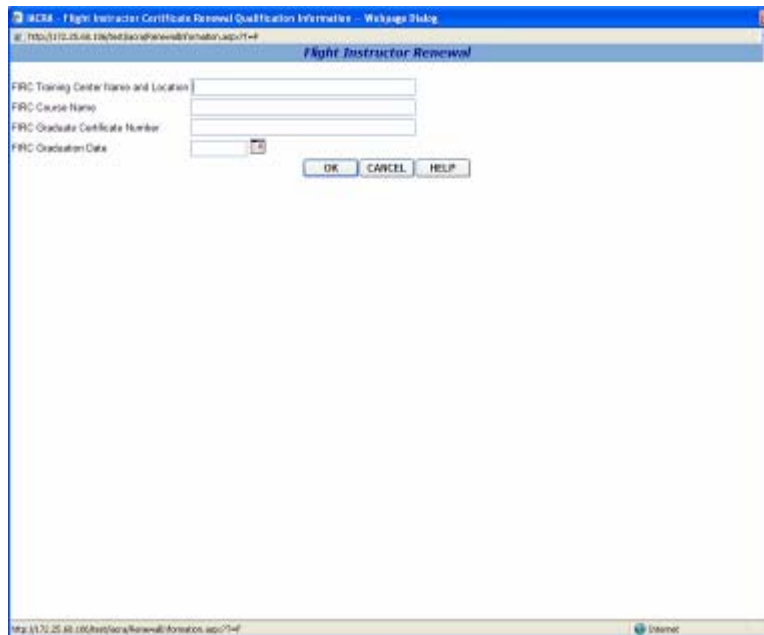
**2. Narrow the Field of Search.** Enter 1 or more alphanumeric characters of the vintage aircraft type designation or the aircraft manufacturer/model description (depending on the search criteria you selected in step 1.), and click the **Search** button. For example, if you enter the letter "g" and click **Search**, only aircraft types beginning with the letter "g" appear in the retrieval list. The more characters you enter into the field, the more the search function narrows your search results, and the faster your search results will appear in the retrieval list. You can see how many records were found for your search by looking in the Record Count field below the retrieval list.

**3. Click items below to Add to the Selected List.** Click on items in this grid that you want to add to your certification application. When you select an item it will appear in the Selected List. Continue to click on items from the grid until you have selected all data required.

**4. Click items below to Remove from the Selected List.** Click on items in the Selected List to remove them from the list.

Click OK to add the items from the Selected List to your certification application, or click Cancel to leave the screen without adding any information to your certification application.

## FIRC Information



The Renewal Information screen allows certificate renewal information to be entered. Enter the appropriate information depending on the type of renewal.

### 1. Renewal by Activities:

- Enter the number of applicants recommended for pilot certificate or rating tests during the preceding 24 months.
- Enter the number of applicant's recommenders during the preceding 24 months that have passed their first tests.
- Enter the number of student pilots during the preceding 24 months endorsed for first solo or cross country flights.

### 2. Renewal by Duties:

- Answer yes or no to the following question:  
"In the preceding 24 calendar months, have you served as a company check pilot, chief flight instructor, company check airman, or flight instructor in a part 121 or part 135 operation, or in a position involving the regular evaluation of pilots?"

### 3. Renewal by Flight Instructor Renewal Certificate (FIRC):

- Enter the FIRC training center name and location.
- Enter the FIRC course name.
- Enter the FIRC graduate certificate number.
- Enter the FIRC graduation date. The graduation date must be today or in the past and it must be in the following format: mm/dd/yyyy.

Click **OK** to add the renewal information to the application, or click **Cancel** to leave the screen without adding any information.